

**FEDERAL ELECTION COMMISSION
VACANCY ANNOUNCEMENT**

Position Title and Grade ATTORNEY GS-905-13/14 \$79,397 to \$121,967 Multiple Vacancies	Area of Consideration ALL SOURCES	Announcement No. 07-041
Organizational Location OFFICE OF GENERAL COUNSEL Enforcement Division	Opening Date 05/14/2007	Closing Date 09/30/2007

THE FEDERAL ELECTION COMMISSION IS AN EXCEPTED SERVICE AGENCY.

THIS IS A PERMANENT, FULL TIME POSITION. THE FULL PERFORMANCE LEVEL IS GS-14.

MULTIPLE POSITIONS WILL BE FILLED THROUGH THIS ANNOUNCEMENT. QUALIFIED APPLICATIONS WILL BE REFERRED FOR CONSIDERATION EVERY TWO WEEKS STARTING MAY 29, 2007. FIRST HIRES MAY BE MADE AFTER MAY 29, 2007.

DUTIES AND RESPONSIBILITIES: The incumbent serves as an Attorney in the Enforcement Division in the Office of the General Counsel (OGC) at the Federal Election Commission (FEC).

The FEC is an independent federal regulatory agency established by the Federal Election Campaign Act of 1971, as amended, 2 U.S.C. §§ 431 et seq. (the FECA). It is governed by six Commissioners appointed by the President with the advice and consent of the Senate. The FEC has exclusive jurisdiction for the administration, interpretation, and civil enforcement of the FECA, which requires disclosure of campaign contributions and expenditures by candidates for federal office and committees supporting those candidates, and imposes limitations on the amount and sources of such contributions. The FEC also administers the federal programs that provide public funding to qualified candidates for President and Vice President.

Attorneys assigned to the Enforcement Division shoulder substantial responsibility for the prosecution of cases assigned to them. They write briefs and make oral presentations to the Commission in support of recommended actions. Together with FEC investigators, they conduct investigations that include interviews, depositions and preparation of subpoenas for document production. The FEC is primarily an investigative agency and settles most cases by negotiation and conciliation rather than through litigation. Accordingly, Commission attorneys negotiate the resolution of their cases directly with counsel for respondents. Attorneys would be assigned to one of six teams. Attorneys selected for the Enforcement Division can be reassigned to other OGC divisions (Policy, Litigation, General Law & Advice) based on specialized experience and workforce needs.

QUALIFICATION REQUIREMENTS: The ability to write clearly, concisely and persuasively is considered an essential requirement of the position and will be heavily weighted when making final selections for the position. Excellent oral communication skills are also considered essential for the position. Deposition and other discovery experience are desirable and should be highlighted in an applicant's cover letter and/or resume. Knowledge of election law, administrative law and investigative experience are helpful and should be indicated in the cover letter and/or resume. Dates of employment should indicate starting and ending month and year so that length of service in each position can be correctly determined. Exceptions to the length of service requirements listed below will be made on a case-by-case basis and will only be made based on outstanding qualifications. Justifications for such exceptions will be submitted in writing to the FEC HR Director by the FEC Deputy General Counsel based on a review of the candidate's application package. **GS-13:** A law degree, bar membership and two years of professional attorney experience. **GS-14:** A law degree, bar membership and three years of professional attorney experience. Applicants must have completed one year of specialized experience; to be creditable, specialized experience must have been at least equivalent to the next lower grade in the Federal service in the normal line of progression. (See section below, Conditions of Employment, for OGC's policy regarding initial appointments at the GS-14 grade level.)

SPECIALIZED EXPERIENCE is experience which is directly related to the line of work of the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

TIME-IN-GRADE REQUIREMENT: For GS-13, completion of one year of service at GS-12; and GS-14, completion of one year of service at GS-13.

EVALUATION METHOD: Attorney applicants are evaluated in a two-step process. On the basis of written materials submitted in accordance with the vacancy announcement, step one weighs the candidate's legal education and legal experience against a pre-determined set of criteria. The highest rated candidates will be interviewed during a second phase of applicant evaluation. Successful candidates from step two will be forwarded to the selecting official. With their applications, candidates must include one writing sample that reflects the ability to analyze sophisticated legal issues. Applicants who have held a permanent position as an attorney in the federal government at a GS-14 or higher grade level, or its equivalent, shall be referred directly to the selecting official as an exception to merit promotion procedures. The selecting official may interview or request his or her staff to interview any such applicant at his or her discretion. Final ranking is based on an evaluation of experience, education, training and ability as they relate to a job crediting plan in accordance with FEC Personnel Instructions 300.1-A, Appointments & Promotions (Bargaining Unit Positions) and the FEC/NTEU Labor Management Agreement, Article 14. A candidate's current performance appraisal (if any), documentation of job related awards or recognition received within the last 3 years, a submitted writing sample, as well as related education, training, and course work will also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to this position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year probationary period is also required. The position is a permanent full-time position. The incumbent will be entitled to life and health insurance, annual (vacation) and sick leave, and retirement benefits. Salary is typically set at the first step of the grade level for which selected. Based on superior qualifications, appointments may be made above the first step of grade with appropriate documentation and justification approved prior to appointment. The incumbent may be eligible for a transit subsidy up to \$110 per month. Grade requirements and salary

expectations may be discussed at time of interview. There is an 18-month review period before consideration for promotion to GS-14.

BARGAINING UNIT STATUS: This position is included in the bargaining unit and will be filled in accordance with the merit staffing provisions of the Labor Management Agreement Between the Federal Election Commission and the National Treasury Employees Union, Article 14.

IMPORTANT NOTE

A resume, cover letter and one legal writing sample that reflects the applicant's ability to analyze complex legal issues must be submitted with one's application. A copy of the applicant's law school transcript is also required. An unofficial copy is acceptable at the application stage. If one submits an application via email, the transcript may be sent as an attachment or sent by fax. A fax number will be provided to you when you send your application in via email. Incomplete application packages will not receive consideration.

All applications/resumes must be submitted to the Human Resources Office by the closing date. Postmarks are acceptable. However, applications postmarked by the closing date and received later than seven days after the closing date will not be forwarded for consideration unless the hiring office requests additional applications. Priority consideration will be given to applications received on a timely basis.

Since the anthrax attacks of October 2001, mail sent to federal agencies has been re-routed outside the Washington, D.C. area to be irradiated and inspected for biochemical substances. Since this may result in a delivery delay of your application package, it is recommended that applicants use e-mail, priority mail, or federal express to send applications. The e-mail address for this announcement is **ogcjobs@fec.gov**. **The subject line must contain the announcement number, (i.e., Announcement 07-041) and the applicant's name.** Applications may also be hand delivered. A drop off box is available in the agency's lobby.

HOW TO APPLY: Applicants may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of their choice, as long as it contains the necessary information (summarized below) that will give in-depth information on the applicant's background. Applicant must specify and include:

- vacancy announcement number; title and grade(s) of the job for which applicant is applying;
- social security number;
- all relevant educational information, including college/university information: major, and type and year of degree(s). (If no degree, show total credits earned and indicate whether semester or quarter hours.)
- Information about all work experience related to this job
- Job titles, duties and accomplishments; employer's name and phone number; number of hours worked per week; starting and ending dates (month and year); and annual salary.
- Previous Federal civilian experience:
- indicate highest grade held, the job series, and dates held;
- Candidates with Federal service must also submit a *Notification of Personnel Action* (SF-50), showing grade and tenure.
- Copy of most recent performance appraisal.
- Copy of law school transcript (an unofficial transcript is acceptable).
- One legal writing sample that reflects an ability to analyze sophisticated legal issues.

The brochure *Applying for a Federal Job* provides information on the Federal job application process. It is available by calling the number listed below. Applicants whose resumes or applications do not provide all the information requested in the vacancy announcement may lose consideration for this job. Please forward all information to the Federal Election Commission, 999 E Street, NW, Washington, DC 20463. Attn: Human Resources, Room 500, Announcement Number 07-041. For additional information call Sonja Tomlinson at (202) 694-1080. Selectee will be required to complete Form I-9 per the Immigration and Control Act. Relocation expenses will not be paid by the FEC.

FEC work areas are smoke free. FEC is an Equal Opportunity Employer.

FEC FORM 92-7 (rev 3/97)